



# WELCOME

West Side Elementary

The **A****B****C**'s of  
Kindergarten for  
Mrs. Satra's Class





## is for Attendance, Absences, Arrival, and Allergies

- Attendance:** A successful school experience is the responsibility of the child, the parents, and the school. Your child's progress, both academically and socially, is influenced to a great extent by daily participation. Regular attendance without tardiness is crucial.
- Absences:** Excessive absences hinder a child's progress. If your child is going to be absent, you must call the office at (406) 433-2530.
- Arrival:** Kindergartners should arrive at school no earlier than 7:45 a.m. Your child should be dropped off on the playground. School begins promptly at 7:55 a.m.
- Allergies:** If your child has any allergies please make sure that we are aware of them. We especially need to know about food allergies and insect bite reactions.



## is for Birthdays, Book Orders, and Backpacks

- Birthdays:** Birthdays are very important to children. In class, we will celebrate your child's birthday with a crown, a card, a song. You may also send a special treat. If your child has a summer birthday, I will pick another day to celebrate his/her birthday so that we don't miss out on this fun school experience.
- Book Orders:** Scholastic book orders will typically be sent home each month. If you would like to place an order, please send the order form(s) to school with the correct amount of cash or make checks payable to Scholastic Reading Club. You may also order online by using my classroom code (YCX4G) with a credit or debit card. The books usually arrive within two weeks.
- Backpacks:** Backpacks help your child carry folders, notes, projects, and books to and from school. Please check your child's backpack DAILY.



## is for Class Calendar and Clothing

- Class Calendar:** Your child will have a new calendar in the back pocket of their folder every month to let you know what's happening in our classroom. It can also be found on our [class website](#).
- Clothing:** Please dress your child in comfortable clothing that is appropriate for kindergarten. Be sure to be thoughtful about footwear, as we go out for recess every day. As cute as sandals and flip-flops are, they may not be the best choice for children who like to climb on the playground equipment. Your child needs to wear tennis shoes for P.E. everyday. They can leave their P.E. shoes in their locker.



## is for Discipline and Dismissal

**Discipline:** Our system for discipline is simple... We work hard to make the classroom a **positive and safe place** for everyone. Rules are agreed upon during the first week of school, practiced, and discussed daily. Problems are looked at as just that...problems to be solved.

**Dismissal:** Dismissal is at 3:35 p.m. If you pick up your child at the end of the day, please do not come to the classroom. We will walk them out the side door on the north side of the building, EXIT 2. You can meet them on the sidewalk in the "Be Safe" zone. **Bus students** are taken to their bus lines in front of the school or main entrance of the building. Students attending Boys and Girls Club will bus there each day.



## is for Enter, Exit, and Email

**Enter and Exit:** Please help your child learn to enter and exit the building safely. They should always be escorted by a grown-up when crossing the street in the **crosswalk**.

**Email:** I can be reached by email at [ssatra@sidneyps.com](mailto:ssatra@sidneyps.com). I check my email several times throughout the day, so it is a great way to reach me. If you do not hear back from me within 24 hours, please double check that I received the email. They are sometimes filtered out of my inbox as spam. If you must get an important message to me regarding a change in after school plans, please call the office at (406) 433-2530, and they will notify me directly.



## is for Field Trips, Folders, and Fire Drills

**Field Trips:** Throughout the year, we will schedule field trips to **enhance our curriculum**. School buses will provide the transportation.

**Folders:** Notes, homework, and completed work from class will come home in your child's folder. All notes needing your immediate attention will be in your child's folder. Folders must be returned every day. Please help your child build **responsibility** by making it his/her **job** to put it in his/her backpack once you have checked it.

**Fire Drills:** Fire drills are held throughout the year. All students will participate and are expected to walk quickly and quietly to our **designated exit**. We will practice and become familiar with procedures before our first scheduled drill.



## is for Good Behavior

**Good Behavior:** Our classroom is a safe and happy place where lots of learning happens. We are a classroom family where teamwork and good relationships are expected. We will spend time learning and practicing class procedures. Each student is expected to act within our standards of behavior: **Be Respectful, Be Responsible, Be Safe, and Be a Learner.** Problems will be dealt with one-on-one. If misbehaviors continue, we will contact you for support.



## is for Hands-on Learning and Homework

**Hands-on Learning:** The best way to help children learn is to make activities fun. Important concepts can be learned by doing meaningful hands-on activities. There are times when seatwork at the tables is required and necessary, but for the most part, our classroom will be an **active learning environment.**

**Homework:** Family homework projects are an important part of our kindergarten program. All of the homework has a purpose and is related to what we are working on in class. It should never take more than 10-15 minutes. Homework in kindergarten is a good habit to establish. When a homework routine is started **early and supported by you, it will last throughout your child's academic career.** Please return the homework in the folder the next school day when possible.



## is for Internet Usage and Independence

**Internet Usage:** Kindergartners will have some opportunities to use the internet for games and activities with supervision. Please be sure to sign and return the "Internet Usage" consent form.

**Independence:** One of my goals is to make your child an **independent learner.** This starts with encouraging your child to do things on their own at home, like dressing themselves in their outdoor gear and tying their shoes. When you teach your child these skills at home, I can reinforce them at school.



## is for Joyful Learning

**Joyful Learning:** Children learn best when they feel loved and encouraged to try new things. We will create an environment of mutual respect, where we feel comfortable taking risks because we support each other, even when we make mistakes. **Happy faces are so important!**



## is for Keys to Success and Kindness

**Keys to Success:** The keys to a successful school year include good communication between home and school, a positive attitude, homework turned in on time, and good attendance.

**Kindness:** Students in our classrooms are encouraged and expected to treat all members of our class, as well as others in society, with **KINDNESS and RESPECT**. Bothering others and interrupting the learning of others will not be permitted.



## is for Library and Lunch

**Library:** We have a scheduled library time every week on Thursday with Mrs. Linder. Students will be able to check out a book that will be due the following week.

**Lunch:** Check the [my website](#) or our [school website](#) for each week's lunch menu. If you plan to join your child for lunch, make sure to let the office know in the morning **before 9:00** so that the kitchen will be sure to have enough food sent over to our school. Please stop by the office and pay a **\$4.00** charge for an adult lunch. If you bring your own lunch, we are a **NUT FREE** building this year. We also ask that you do not bring pop.



## is for Money and Meetings

**Money:** Money can be a big responsibility for children. Please send any money in a **sealed, labeled envelope** with your child's name, as well as what the money is to be used for.

**Meetings:** Please respect that teachers are not always available before or after school unless you have a **scheduled appointment**. Our schedules are quite full of staff meetings, trainings, committee work, and school obligations. We also have supervision duties before and after school. Because of this, we may not be able to meet with you unless you have scheduled an appointment. Thank you for understanding.



## is for Nurse and Nightly Reading

**Nurse:** We do not have a school nurse on staff. If your child has a **fever or has been sick** the night before, please do not send him/her to school. Always sign your child in and out of the office when picking him/her up or dropping him/her off.

**Nightly Reading:** Nightly reading is essential for future success. All kindergartners are encouraged to read each night. We work on many reading comprehension strategies at school, which we will share with you to practice at home. **Reading aloud to your child is just as important as your child practicing to read independently.** The books we send home from the reading series should be practiced over and over. Building fluency is an essential part of reading.



## is for Office Staff and Open Line of Communication

**Office Staff:** Please help your child learn the names of our support staff.

**Principal:** Mrs. Vandall

**Guidance Counselor:** Mrs. Flynn

**Office Staff:** Ms. Julie and Ms. Marcy

**Open Line of Communication:** Please let us know if you have ANY concerns or questions regarding your child throughout the year. We feel that it is our job to work together as partners to help your child have a successful first year of school. If you have an urgent message that you want to be sure I receive before school is dismissed, please call the office at (406) 433-2530, and they will be sure I get your message.



## is for Phone Numbers, Parent Involvement, Parent/Teacher Conferences, and Parties

**Phone Numbers:** Please make sure that we have all your current phone numbers (home, work, and cell). We also need the number of a trusted friend or family member to call if we cannot reach you. It is important that we can reach you in case of an emergency.

**Parent Involvement:** Please be involved with your child's kindergarten year as much as possible. Your support of school activities makes your child feel important and sends the message that you value school! Setting aside time each night for homework is a great way to demonstrate that. I am always happy to have your help for special activities in the classroom. I will try to let you know at least one week ahead of time if I need help. I hope that you can come and join in the fun!

**Parent/Teacher Conferences:** We schedule fall and spring parent/teacher conferences. At these conferences, we will discuss your child's accomplishments, strengths, and overall progress. If you feel the need to have a conference other than at this time, please call the school, send a note, or email me to make arrangements.

**Parties:** We will have various parties throughout the year for holidays like Halloween, Christmas, and Valentine's Day. We will also celebrate some other events and holidays with special activities like Thanksgiving, 100<sup>th</sup> Day of School and Easter.



## is for Questions

**Questions:** Please contact us if you have any questions or concerns regarding your child's education. I will make every effort to meet with you and discuss your concerns. Please feel free to call the school at (406) 433-2530 (office hours are 7:50 to 4:00) or email me ([ssatra@sidneyps.com](mailto:ssatra@sidneyps.com)) anytime.



## is for Report Cards, Reading, and Restrooms

- Report Cards:** We are on a quarterly reporting system and report cards will be sent home four times a year. Midterms will also be sent home in the middle of each quarter, four times a year.
- Reading:** Read to your child daily and let your children see you reading daily. Reading to your child is the single most important thing you can do because it encourages your child to become a reader!
- Restrooms:** We take four "bathroom breaks" throughout the day. Children are also allowed to use the restrooms as needed, although not encouraged during instructional time.



## is for Safety, Speech, Snacks, and Show and Tell

- Safety:** Your child's safety is top priority. We take every precaution when your child is in our care. Please be sure the office always has your updated contact numbers (home, work, and cell) and the numbers of your emergency contacts in case you cannot be reached.
- Speech:** All students will be screened at the beginning of the school year to determine whether they need speech services. If they find that your child needs speech therapy, you will be contacted by the speech team.
- Snacks:** We will have a snack every day. We ask that you donate some type of snack **once a month**. Some examples are crackers, fruit snacks, cookies, pretzels, and snack bars. We also have a fridge in our classroom, so fruit, vegetables, yogurt, and cheese sticks are also appreciated! If you send individually wrapped items, please send 25. **We are NUT FREE.**
- Show and Tell:** We will do "Show and Tell" at school. It is your child's turn when he/she brings home the bag for Show and Tell. Please help your child write his/her clues on the paper in the bag. Please return it promptly the following school day to allow the next person to have a turn.



## is for Tie Your Shoes, Tardiness, Toys, and Title

- Tie Your Shoes:** Please help your child learn to tie his/her shoes by practicing at home. We hope that everyone will know how to tie their own shoes before starting school.
- Tardiness:** Students that are late to school are considered tardy. Be sure to walk your child into the office to sign them in when late to school. The school keeps a record of these tardiness, which will be documented on your child's report card. Excessive tardiness is disruptive to the class, as well as to your child's learning.
- Toys:** If toys are brought to school, they are your child's responsibility. They are for the playground and need to stay in your child's backpack while we are in class.
- Title:** All students will be assessed at the beginning of the school year with the Fastbridge assessment. If a student does not make the benchmark, he/she will be eligible for Title services. This is a tutorial program with Mrs. Skaar that provides 30 minutes of small group instruction to reinforce what is taught in the classroom. So, **BENEFICIAL!!**



## is for Unique and Understanding

**Unique:** Each child in our class is **unique and wonderful**. In kindergarten, we learn about how we are unique and special, and we celebrate our differences and similarities. We also learn about the different cultures within our community.

**Understanding:** Your child is **important** to us! We will always treat your child with lots of love, respect, and understanding!



## is for Visitors and Volunteers

**Visitors:** West Side Elementary has a policy that **ALL GUESTS** (including familiar faces) are required to check in at the school office. It is important to remember that while this may seem inconvenient to frequent visitors, it is the goal and responsibility of the school to create a safe learning environment.

**Volunteers:** Volunteering in the classroom is **encouraged and welcomed!** Occasionally in kindergarten, students will behave very differently when their parents are helpers in the room. If this becomes a problem, we will ask that you help prepare projects in the teacher workroom instead of helping in the classroom. In addition, younger siblings will not be permitted to join you on your volunteer day.



## is for Water Bottles and Website

**Water Bottles:** Please **SEND** their water bottle to school every Monday. I will send it home on the last day of the week to be washed and returned the next week. Students may get drinks as needed from the **water bottle** in our classroom.

**Website:** Our class has a [website](#), which has everything you need to know about kindergarten right at your fingertips! Please check it out for some great **resources**.



## is for X-tra Special and eXciting

**X-tra Special and eXciting:** Kindergarten is such an exciting, magical year! Each child is extra special to us, and we will guide them gently and consistently all year long. Thank you for sharing them with us!





is for YOU!

**You:** Please remember that **YOU** are your child's first and most important teacher. No one can influence your child's life in the way that you can! You can help make your child feel successful this year by discussing your child's school day with them. Ask questions like, "What did you learn today?", "What did you work the hardest on?", "What was the best part of your day?", or "What are you getting better at?" These questions cause children to reflect on their learning, which in turn helps them remember new information. Don't let them tell you "nothing". Ask your child about centers, story time, reading, or math work. The way your child perceives your feelings about his/her school and teachers will have a direct effect on how he/she feels about them.

Please show enthusiasm for learning! It is contagious!



is for Zippers, Zzzz's and Zoom

**Zippers:** Please help your child learn to zip his/her coat/jacket by practicing at home. We hope that everyone will know how before the weather starts to cool down.

**Zzzz's:** It is so important for your child to be alert and ready to learn each day. Set a bedtime and be **CONSISTENT**. Setting and keeping a bedtime is a wonderful gift to give your child. It will help them be attentive and prepared to learn each day! Also, don't forget to read a book before bedtime!

**Zoom:** Z is for zoom! Sit back and watch your child's skills take off! You will be amazed and surprised at the changes ahead this year.

